

DDA Registry
83-0100

12 JAN 1983

MEMORANDUM FOR: Director of Communications
 Director of Data Processing
 Director of Information Services
 Director of Finance
 Director of Logistics
 Director of Medical Services
 Director of Security
 Director of Training and Education

DD/A REGISTRY

FILE: 100-3-1

FROM: Harry E. Fitzwater
 Deputy Director for Administration

SUBJECT: Emergency Planning

1. Some time ago each of you were requested to submit copies of the emergency procedures which currently exist in your Office. These procedures have been reviewed and, in general, they represent standard operating procedures and instructions covering emergencies of a naturally short duration. Some procedures are out of date and almost all have a heavy reliance on local, state, and other Federal agencies. Further, the existing procedures are not fully coordinated, lack a Directorate-wide system for mobile communications, do not fully utilize all current existing capabilities, and need to be pulled together into a coordinated cohesive plan.

2. Over the next year, our goal will be to develop a coordinated, Directorate-wide plan to cope with emergencies. To accomplish this, each Office will develop a formal emergency plan with a targeted completion date of 30 December 1984. A Directorate Emergency Planning Group will be formed to provide realistic and effective interfaces between the various Office plans. This group will also provide a focal point for coordinating emergency planning with the rest of the Agency and will identify the steps necessary for developing a plan for major national disasters including nuclear war.

3. The Office plans will include a detailed outline of the support provided to us by other government agencies. They will also, wherever possible, identify single points of failure; i.e., any unique function, individual, group, building, machine or system which, if lost, would prevent continued operation of all or a major portion of your operation. The plans will update current procedures and make provision for the following emergencies if they are not currently covered:

(12Jan83)

STAT

- Adses
- HEF Chrono
- DDA Subject
- DDA Chrono
- DDA/MS Subject
- DDA/MS Chrono

<u>NATURAL</u>	<u>SPECIAL</u>	<u>PERSONNEL</u>	<u>BUILDING/INDUSTRIAL</u>
Fire	Bomb Threat	Medical Emergency	Elevator
Flood	Suspect Package	Medical Evacuation	Power Outage
Lightening	Terrorist Attack	Arrest	Burst Pipe
Hurricane	Hostage	Auto Accident	Safety Hazard
Blizzard	Hold-up	Death	Smoke/Noxious Fumes
	Hi-jacking	Missing Person	Flood/Water Contamination
		Political Asylum	Major Catastrophe

We must ensure that all Agency personnel are able to use these plans; consequently, each must be easy to understand and allow for periodic drills and exercises.

4. Please designate a representative from your planning staff to serve on the Directorate Emergency Planning Group and forward the name to STAT
As soon as all nominees have been identified, the group will meet and discuss this requirement in greater detail. If any additional information is desired call STAT

Harry E. Fitzwater

Harry E. Fitzwater